

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DNR0588490  
POSITION NO: 203881  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 02/18/14  
CLOSING DATE: 03/03/14

DEPARTMENT NAME / WORKSITE: DNR/Navajo Parks & Recreation Department - Monument Valley Tribal Park/TeecNosPos, AZ

WORK DAYS: <u>Varies</u>	REGULAR FULL TIME: <input type="checkbox"/>	GRADE/STEP: <u>Y56A</u>	
WORK HOURS: <u>Varies</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>19,718.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	Duration: _____	\$ <u>9.48</u> PER HOUR
	TEMPORARY: <input checked="" type="checkbox"/>	_____	

**DUTIES AND RESPONSIBILITIES:**

Under general direction, performs security work of routine difficulty; performs security and watchman duties by patrolling, observing, and maintaining watch over Four Corners Monument facilities, equipment, materials and supplies; inspects, examines, checks locks, doors, windows, enclosures, fences, and gates to ensure that they are secured, guards against theft, vandalism, fire, illegal entry or use of equipment and facilities; detects and responds to illegal and questionable activities and reports deficiencies and performs related work as assigned. Operates communication equipment to report emergencies, vandalism, irregular or unauthorized activities and serious violations and threat to the security of assigned area; admits authorized staff into building/facilities after working hours; maintain keys, equipment, facilities, materials, supplies and may be required to prepare and submit reports; observes safety regulations. Makes minor emergency repairs; performs custodial duties as needed, repairs electrical outlets and lighting fixtures on interior/exterior walls; answers telephone calls; serves as tour guide greeting visitors, answering questions, provide information pertaining to the Park and other park areas; may give tours of assigned facilities to visitors, schools, and civic organizations.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

One (1) year experience in responsible building maintenance and security work; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

*(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of common fire hazards and prevention; fire alarm system; emergency communication systems; skills in reading and writing of the English language; detecting malfunctions in building equipment and other hazards; in observing activities going on around one's work area; maintain constant vigilance while on duty; establish and maintain effective working relationships.

**Special Requirements:**

**(Preferred)** Applicant must possess a valid state driver's license and within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

**VETERANS PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**